



**CALIFORNIA
HIGH-SPEED RAIL
AUTHORITY**

BRIEFING: April 2010 OPERATIONS COMMITTEE - Agenda Item #3

TO: Committee Chairman Katz and Committee Members Diridon and Burns

FROM: Carrie Pourvahidi, Interim Executive Director

DATE: 03/31/10

RE: Project Management Oversight (PMO) Scope of Work

Description/Background

A Request for Qualifications (RFQ) was issued in September 2009 for Program Management Oversight (PMO) services. The Board approved a contract for these services with T.Y. Lin International in January 2010. The PMO's scope of work consists of the following:

- Oversee the activities of the Program Management Team (PMT)
- Evaluate the performance and progress of the PMT
- Report on PMT performance and progress to the Authority
- Make recommendations to the Authority for PMT process improvements
- Review and provide comments and recommendations on PMT deliverables
- Review PMT Annual Work Programs
- Advise the Authority on PMT recommendations
- Provide other technical support to the Authority as needed

The PMO has been engaged in these activities since contract approval and Notice to Proceed. The PMO Project Manager, Mr. Mark Ashley, P.E., works out of the Authority office to facilitate communication and coordination with the PMT and Authority staff. Mr. Ashley will present a summary of the PMO's progress to date including specific recommendations for PMT process improvements.

Attachments:

PMO Presentation
PMO Report - Review of PMT Progress Report Format and Contents
Recommended Outline for Revised PMT Monthly Progress Reports